

Maidenhead and Marlow Archaeology and History Society

Privacy Policy

Dated: 2 April 2025

We are committed to protecting the privacy of our members and supporters. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)). This policy may be updated from time to time to ensure we continue to provide you with accurate information.

Personal information

We will collect personal information when you or your organisation join as a member, enquire or take part in our activities.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details), Gift Aid declarations and donations, Disclosure and Barring Service (DBS) checks, information relating to volunteering, or social media interaction.

Legal basis for collecting your information

MMAHS only collects personal information to enable us to carry out our legitimate interests, to enable us to fulfil our obligations relating to the sale of goods to a customer and to comply with legal requirements.

The MMAHS's legitimate interests are:

- Fulfilling our duty to members and supporters.
- The sale and supply of services to our members and supporters.
- The promotion, marketing and advertising of our services.
- Working to improve and develop new and existing services.
- Fundraising and promotion of the interests of the charity.
- Improving understanding the needs of our members and supporters.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

Use of your personal information

Your personal information will only be accessible to members and volunteers if it is appropriate in order for them to carry out their role.

We may use your information in a variety of ways including:

- To process your membership of the MMAHS or subscription to our marketing list.
- To process your Gift Aid payment.
- To send you information about the latest MMAHS news, projects and events via our newsletters and email.
- To send you governance information.
- To update your information.
- To send you information about volunteering opportunities and fundraising.
- To profile information for the purposes of research or fundraising.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

We will only share your information, when necessary, with third party services or contractors we have asked to carry out a service on our behalf for purposes such as distribution of membership material, communications or research. Your information will not be used by a third party for any other purposes and will be deleted as soon as the service has been fulfilled.

Communication

We will only contact you for marketing communications if you have told us that we can.

You can find out what personal information we hold about you and update your personal information by contacting us at membershipsec@mmahs.org.uk. You can request the removal of your personal information from our records at any time by contacting us at membershipsec@mmahs.org.uk.

Security

MMAHS take the security of our members and supporters personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised personnel are able to access your personal information and all personal information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold your personal information for as long as is necessary for us to administer our relationship with you. If we dispose of your information, it will always be done so securely.

Cookies

Cookies are small text files which are stored on your electronic device when you visit our website. Please read our Cookies policy on mmahs.org.uk for more information. We do not use any third-party cookies.

Photography Copyright

By submitting your photos to us you agree that copyright of the images will remain with the photographer, though MMAHS will be granted non-exclusive rights in perpetuity for publication, digitisation, exhibition and broadcast. This may include the granting of reproduction rights to selected third parties for promotional or other uses.

Further information

If you have any questions about the MMAHS's privacy policy and your rights, please contact us at membershipsec@mmahs.org.uk.

For further information about data protection and your rights please visit the Information Commissioners Office at ico.org.uk.